

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

SUBJECT: LIBRARY MATCHING MATERIALS FUND
POLICY NO.: 100-07
EFFECTIVE DATE: July 13, 1987

BACKGROUND:

The City Council established a Library Matching Book Fund in July 1980 to encourage contributions from the community. Other than a general definition of items allowed for purchase from the fund in the appropriation ordinance, no policies, procedures, or guidelines were established. The fund was modified to become the Library Matching Materials Fund in July 1987.

PURPOSE:

To create a Library Matching Materials Fund, to match donations contributed for the purpose of acquiring library materials. Also to formalize procedures for establishment of annual funding levels, types of donations eligible for matching and allowable expenditures of matching funds.

DEFINITIONS:

Donation - A contribution of money or cash equivalent to the City for the purchase of library materials. Donations include solicited and unsolicited contributions from individuals or organizations as well as proceeds of sales of books or other items by organizations such as Friends of the Library, including discarded books and library materials donated to the Friends.

Library Materials - For the purpose of this Council Policy, library materials are defined as hardcover or paperback books, patents, microforms, government documents, records, audio-visual, and other library materials circulated by the library to the public or used for reference in the library.

POLICY:

1. Matching Funds - It is the policy of the City Council that there be a matching fund for the library to match funds donated to purchase library materials.
2. City Match - The City Council shall set the amount available from the City for matching funds during budget sessions and shall take into consideration previous years' donations, increases in the cost of library materials, and the General Fund materials budget.

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3. Eligible Donations - Donations eligible for matching funds include monies from all sources listed in the definition.
4. Staff Time - Since library staff must work closely with community organizations such as Friends of the Library for the betterment of community libraries, library staff may provide liaison and assist in the book sales, so long as these activities do not interfere with assigned duties.
5. Staff Book and Materials Sales - Proceeds from sales of books and library materials sold primarily by City staff will be retained by the branch where the sale takes place. These proceeds are not eligible for the City match.
6. Allocation Within Library
 - a. All donations made on behalf of a branch or the Central Library shall be earmarked for that branch or the Central Library.
 - b. The City's matching amount shall be distributed as follows: 50% of the amount shall be designated for the branch or Central Library where the donation was received. The remaining 50% of the amount will be placed in a "pool" to be distributed at the discretion of the City Librarian among the fifteen branches which have the lowest General Fund materials budget during the current fiscal year.
 - c. Every six months the City Librarian will report to the City Council on the disbursement of the "pool" amount.

HISTORY:

Adopted by Resolution R-258642 06/13/1983

Amended by Resolution R-268829 07/13/1987